

***This is only a **preview** of the exam task statements for the Training & Experience Examination. You will be asked to respond to each task statement indicating how your training and experience relate to each. To take the actual exam, please refer back to the bulletin and click the “Click here to go to the Internet exam” link at the bottom of the bulletin.

Training and Experience Evaluation Preview Senior Personnel Specialist

The California civil service selection system is merit-based and eligibility for appointment is established through a formal examination process. This examination consists of a Training and Experience evaluation used to evaluate your training and experience relevant to the position.

This Training and Experience evaluation is a scored component accounting for 100% of your rating in the hiring process. It is important to complete the questionnaire carefully and accurately. Your responses are subject to verification before appointment to a position.

To answer all the test items (task statements) in this exam, you will be required to either choose from among the provided answers, or to enter (type in) specific information about your experience, your education, and your formal training. Educational and work references will also be requested.

Be prepared to give specific information about the length and breadth of your work experience. Also, be prepared to provide specific information about where you received your education and training. Providing the type of education and/or formal training courses will also be necessary to complete this online examination.

Verification of References

Before a hiring decision will be made, your responses will be verified. A hiring manager or personnel staff member will contact the references you have provided to confirm job dates, experiences, duties, achievements, and/or possession of knowledge, skills, and abilities. Failure to provide adequate references AND contact information may significantly limit our ability to make a job offer.

Instructions

Rate your experience performing specific job-related tasks.

Respond to each of the following task statements by indicating how the statement applies to you. You are required to respond to every question and provide relevant examples. Also, indicate the references who can verify the information provided.

In responding to each statement, you may refer to your WORK EXPERIENCE, whether paid or volunteer, your EDUCATION, and/or FORMAL TRAINING COURSES you have completed.

PLEASE NOTE: This examination is designed to gain an overall assessment of your education, training, and experience as it directly relates to the duties and the knowledge, skills and abilities required for this position. Possession of specific education is **not** required to be successful in this examination; however, such achievements may substitute for desirable levels of experience. All components of this examination have been carefully validated by tying them directly to job requirements and documenting their relevance to the position.

Tasks for Senior Personnel Specialist

1. Maintaining payroll and/or personnel documents to ensure completeness of historical data.
2. Processing and monitoring benefits and/or attendance of one or more of a variety of personnel/payroll leave programs (e.g., Family Medical Leave Act, Worker's Compensation, Non-Industrial Disability Insurance, State Disability Insurance, Paid Family Leave).
3. Processing and tracking salary garnishments to ensure compliance with court orders (e.g., child support, civil judgments) and various agency requests (e.g., Franchise Tax Board, Internal Revenue Service).
4. Analyzing various personnel related documents (e.g., control agency letters, memoranda, contracts) to identify any changes in policy and determine appropriate actions.
5. Auditing and/or posting attendance on a bi-weekly, semi-monthly and/or monthly basis for payroll and leave usage to ensure accurate employee compensation and leave benefit accruals.

6. Providing information regarding payroll and/or personnel updates to employees ensuring compliance and consistency with departmental policies and procedures.
7. Writing documents (e.g., correspondence, appeal letters, reports) regarding various personnel and/or payroll matters.
8. Interacting with all levels of staff and handling stressful situations while resolving disagreements using clear and concise communication, customer service, and interpersonal skills.
9. Researching and resolving critical payroll and/or personnel problems to provide recommendations and/or alternative solutions.
10. Analyzing and processing appointments (e.g., salary determination, retirement code selection, benefit package) to determine proper compensation.
11. Interpreting and applying various State and Federal laws, rules, regulations, policies, Memoranda of Understanding (MOUs) pertaining to personnel and/or payroll matters (e.g., appointments, separations, attendance, benefits).